



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
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April 16, 2012

In Reply Refer To:  
1340 (FA-400) I

EMS Transmission 04/16/2012  
Instruction Memorandum No. FA-IM-2012-010  
Expires: 09/30/2013

To: State Directors  
From: Assistant Director, Fire and Aviation  
Subject: 2012 Administratively Determined Pay Plan for Emergency Workers (Casuals)

**Program Area:** Incident Business Management

**Purpose:** The purpose of this Instruction Memorandum (IM) is to authorize and provide direction for use of the attached (Attachment 2) Department of the Interior (DOI) 2012 Administratively Determined Pay Plan (AD Pay Plan) for Emergency Workers.

**Policy/Action:** Reference Attachment 1, 2012 Administratively Determined (AD) Pay Plan for the Department of the Interior (DOI) Bureau of Land Management (BLM) Implementation Guidance, for additional information.

**Timeframe:** The 2012 pay plan became effective March 26, 2012, for immediate use. The AD Pay Plan is located at the following website location:  
[http://web.blm.gov/internal/fire/budget/Reference\\_docs/Incident%20Business/IB-new/Personnel.html](http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/Personnel.html).

**Budget Impact:** The impact on the budget is dependent on the severity of the upcoming fire season, the number of other emergency incidents, and the frequency of use of the AD Pay Plan to hire and pay emergency workers.

**Manual/Handbook Sections Affected:** The 2012 AD Pay Plan replaces all previously approved plans found in the Interagency Incident Business Management Handbook (IIBMH), Chapter 10, Exhibit 01.

**Coordination:** The 2012 AD Pay Plan was coordinated with the other DOI wildland fire management agencies and the U.S Department of Agriculture Forest Service.

**Contact:** Policy questions on the use of the AD Pay Plan should be addressed to David Burley, Incident Business Management Specialist, 208-387-5420, or Tamara Neukam, Chief, Human Resources Management, 208-387-5514.

Signed by:  
Grant Beebe, acting

Authenticated by:  
Kris King  
Records Management Specialist

2 Attachments:

- 1 - 2012 Administratively Determined (AD) Pay Plan for the Department of the Interior (DOI) Bureau of Land Management (BLM) Implementation Guidance (5pp)
- 2 – 2012 Administratively Determined Pay Plan for Emergency Workers (19 pp)

Distribution:

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David Burley (FA400)  
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